

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/23/2012		2. CONTRACT NO. (If any) EP-W-11-011		6. SHIP TO: a. NAME OF CONSIGNEE Cheryl R. Brown	
3. ORDER NO. 0025		4. REQUISITION/REFERENCE NO. See Schedule			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, N. W. Mail Code: 1804A Phone: 202-566-0940 Email: brown.cheryl@Epa.gov	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR CH2M HILL INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 9191 S JAMAICA STREET				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Englewood		e. STATE CO	f. ZIP CODE 80112		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TO 0025: Smart Growth Code Fixes for Climate Adaptation TOPO: Megan Susman Max Expire Date: 01/26/2013 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$28,602.44		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Jody Gosnell
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 10/23/2012	CONTRACT NO. EP-W-11-011	ORDER NO. 0025
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 10/23/2012 to 01/26/2013</p> <p>Technical Assistance for Smart Growth Code Fixes for Climate Adaptation in accordance with the attached Statement of Work and the Contractor's proposal dated September 7, 2012.</p> <p>Cost: (b)(4) Fixed Fee: (b)(4) Total CPFF: \$28,602.44 Requisition No: PR-OA-12-00240, PR-OA-12-00305</p> <p>Accounting Info: 12-13-B-11W-301MA4-2505-1211W21099-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11W Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1211W21099-001 Funding Flag: Complete Funded: \$27,265.31 Accounting Info: 12-13-B-11W-301MA4-2505-1211W21138-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11W Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1211W21138-001 Funding Flag: Complete Funded: \$1,337.13</p> <p>The obligated amount of award: \$28,602.44. The total for this award is</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Statement of Work
Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011
RFO Number: 25

I. TITLE: Smart Growth Code Fixes for Climate Adaptation

II. PERIOD OF PERFORMANCE:

From: Date of Award
To: January 26, 2013

III. BACKGROUND:

The Office of Sustainable Communities (OSC) works with federal, state, local, and tribal governments, as well as nongovernmental and business organizations, to develop policies, regulations, standards, guidelines, models, tools, data, spending priorities, and technical assistance that support the Agency's mission by fostering outcomes in the built environment that protect environmental quality and public health and avoid disproportionate harm to disadvantaged communities. OSC develops and implements agency-wide and federal government-wide strategies to achieve the benefits of smarter growth and green building.

IV. PURPOSE AND OBJECTIVE:

The overall purpose of this RFO is to seek Contractor support in gathering examples of and leading an expert discussion on changes to local government zoning and building codes and related policies that could help communities better prepare for and adapt to climate change. The goal is to develop a compendium of policy and code revisions—including approaches that have been used successfully, those that have not yet been tried by many communities, and those that have been tried but have not been successful—at a variety of scales, from minor adjustments to major modifications to a complete overhaul. The discussion will include experts in climate adaptation, building and zoning codes, and other land use regulation to help determine which revisions to existing policies and regulations will best help communities adapt to the changing climate while also bringing other benefits. Climate change is projected to bring impacts that will vary by region (e.g., Northeast, Southwest) and context (e.g., coast, mountain, island, plains). These impacts could include sea-level rise, storm surges, flooding, extreme precipitation, extreme heat, wildfires, and drought.

Climate adaptation is a broad field, and this project will focus only on the intersection of smart growth and green building policies with climate adaptation. Of the many projected climate change impacts, this work will deal only with those that can be addressed through zoning and building codes and related land use policies. Related land use policies might include, for example, comprehensive plans; non-regulatory incentives; or energy, hazard mitigation, or transportation plans. All proposed policy and code revisions must bring multiple environmental, economic, and/or social benefits beyond climate adaptation and provide benefits regardless of

the extent of climate change that happens. While some code revisions will necessarily be limited to certain contexts—for example, a rolling setback that changes based on sea-level rise would apply only to coastal communities—these revisions should be replicable in communities in different states. In addition, these code revisions will ideally:

- Provide short-term and long-term adaptation, economic, environmental, health, social and/or community benefits.
- Reduce greenhouse gas emissions.

V. QUALITY ASSURANCE (QA) REQUIREMENTS

Check [] Yes if the following is required or [X] NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models. TO CORs will provide additional information here, if Yes is checked above.

VI. TASKS AND DELIVERABLES:

The TO COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the TO COR's comments. The Contractor shall provide the TO COR with both electronic and hard copy versions of all deliverables.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1: Case Studies of Policy and Code Revisions That Address Climate Change (Contract Reference: Section II.A.2; Page 12 of 27)

Task 1A: The Contractor shall identify examples of communities that have changed their zoning and building codes and related policies in a way that better prepares them to cope with the effects of climate change and that brings additional quality of life, environmental, or economic benefits. These examples can include both communities that cited climate change as the reason for the revisions and those that cite other reasons (e.g., disaster preparedness, response to drought, or other reasons not explicitly related to climate change).

The Contractor shall collect at least two examples each (for a total of at least 12 examples) of code revisions related to:

- Sea-level rise (or storm surges).
- Flooding.
- Extreme precipitation.

- Extreme heat.
- Wildfires.
- Drought.

The examples shall be from different regions of the United States (e.g., Northeast, Southwest, Midwest, etc.) and shall include communities of various sizes, including cities, suburbs, small towns, rural areas, and (if available) a tribal community. The examples will provide a basis for the expert discussion in Task 3. They might be used in a future OSC publication.

The Contractor shall provide a list of potential examples for the TO COR's review, revision, and approval. After the TO COR approves the list of examples, the Contractor shall write case studies of these examples. The case studies may be written in narrative form, presented in a non-narrative form such as a bulleted list, or presented in some other format as agreed to by the Contractor and the TO COR. All case studies must include appropriate citations with complete bibliographic information for all quotes, assertions, statistics, and other information that comes from a specific source.

Task 1B: The Contractor shall submit one draft case study to the TO COR for review and approval before beginning to write the remaining case studies. The TO COR will review the case study and provide comments. The Contractor shall respond to the TO COR's comments on the first case study and provide a second draft within one week of receiving the comments. The second draft of the first case study will serve as the model for the remaining case studies.

The case studies shall include as much of the following information as possible:

- The name of the community.
- The specific revision that was made to the code or policy.
- The stated reason for or expected benefit of the revision.
- How the local government engaged the community in the process of revising the code or policy.
- Who the local champion for the revision was.
- Any metrics the community set up to measure adaptation-related benefits or impacts from the revision.
- A URL linking to more information about the code or policy revision or to the code or policy itself.
- Any observed impacts from the revision.
- Whether the revision was linked to other environmental or sustainable communities initiatives or plans.

The Contractor shall provide the list of potential examples two weeks after the contract is awarded. The Contractor shall provide the initial draft of the first case study two weeks after the TO COR approves the list of examples.

Task 1C: Upon the TO COR's approval of the first case study, the Contractor shall provide drafts of the remaining case studies within three weeks.

Task 1D: The Contractor shall provide the final version of the case studies two weeks after receiving revisions or requests for revision from the TO COR.

The Contractor shall proofread both the drafts and the final versions before providing them to the TO COR. Task 1 shall include one to two phone calls between the Contractor and the TO COR to discuss potential examples and potential formats for the case studies. The TO COR will issue technical direction selecting the examples and providing the agreed-upon format.

Task 2: Prepare for Expert Discussion (Contract Reference: Section II.A.2; Page 12 of 27)

The Contractor shall prepare for a one-day expert discussion to discuss code and policy revisions that could help communities prepare for and adapt to climate change while bringing other benefits. The Contractor's responsibilities shall include:

- Identifying five to six experts in climate adaptation, natural hazard mitigation, zoning codes and other land use regulation, and building codes, with the goal of putting together a group of experts with a broad range of expertise in how building and zoning codes and related policies can affect communities' ability to prepare for and adapt to climate change. (The TO COR will identify an additional four to five experts.)
- Scheduling the discussion and finding appropriate meeting space. Approximately 15 to 20 people will attend the expert discussion, including the experts, EPA staff, and Contractor staff. Meeting space shall be easily accessible by public transportation and either free or very low cost. A location in the Washington, D.C., metropolitan area is preferred to reduce travel costs. The date and time of the workshop will depend on the availability of the experts and other attendees, including EPA staff.
- Inviting attendees.
- Drafting the agenda and materials to guide the discussion.
- Providing attendee badges, name tents, copies of the case studies developed in Task 1, and other meeting materials (for example, audiovisual equipment, writing pads and pens) that the Contractor and TO COR deem necessary and issued under technical direction.

All of these tasks will be subject to the TO COR's review and revision.

An honorarium (suggested value of no more than \$500) can be paid to non-government/ non-Contractor participants to incentivize participation in the expert discussion.

All of the selected experts are expected to:

- Have experience in working with local governments on land use and/or building-related policies.
- Have in-depth knowledge and understanding of climate change, smart growth and sustainable communities, hazard mitigation, or green building issues.
- Have expertise in one or more topic areas related to smart growth zoning and green building code implementation, including green infrastructure, water quality protection, community design, infrastructure, transportation, energy efficiency, or climate change.
- Be identified as leaders in their technical field.

Expertise should be reflected through past project management, publications, lecture roles at leading conferences, and/or extensive experience with local implementation of smart growth and sustainable communities strategies.

Specific areas of expertise, which one or more experts must have, include:

- Familiarity with and experience in determining the impacts of development, regulations, codes, policies, and practices on community quality of life and on the environment, including climate, air, water, and land.
- Experience evaluating the effects of zoning codes and development regulations on smart growth and sustainable communities goals and in developing policy alternatives that promote those goals.

This work shall include one to three phone calls with the TO COR, to be scheduled as needed, to discuss the list of experts, the agenda, the discussion materials, and logistics.

Task 2A: The Contractor shall deliver an initial version of the potential attendees and potential dates and locations for the discussion two weeks after the Task 1 deliverable is completed. The TO COR will review and request revisions, if necessary, within one week. The Contractor shall return requested revisions within one week and produce final versions within one week after the TO COR approves them.

Task 2B: After Task 2A is complete, the Contractor shall invite attendees and reserve the meeting location. The Contractor shall complete these arrangements within two weeks after Task 2A is completed. The Contractor shall report in writing to the TO COR to confirm that this task has been completed.

Task 2C: The Contractor shall produce a draft agenda and discussion materials not less than three weeks before the meeting. The TO COR will review these materials and request revisions, if necessary, within one week. The Contractor shall provide final versions of the agenda and the discussion materials not less than one week before the meeting.

Task 2D: The Contractor shall provide name badges; name tents; copies of the agenda, material for discussion, and case studies; and any other necessary logistical materials when the workshop begins. The Contractor shall confirm in writing not less than 24 hours before the workshop begins that these materials are ready or will be ready.

Task 3: Convene and Facilitate Expert Discussion (Contract Reference: Section II.A.2; Page 12 of 27)

The Contractor shall convene and facilitate the one-day expert discussion. Specific climate impacts to be discussed include sea-level rise, flooding, extreme precipitation, extreme heat, wildfires, and drought. The goal of the discussion is to identify specific code or policy revisions that local governments could make to better prepare for and adapt to these climate change impacts, as well as achieve other environmental, economic, health, and societal benefits regardless of the extent of climate change.

The Contractor shall facilitate this workshop, ensuring that it is a collaborative process, leading discussion about potential revisions, their benefits and drawbacks, their applicability to communities around the country, their feasibility, and their relative importance and urgency. The Contractor shall document the discussion and provide the meeting notes to the TO COR within one week after the workshop. The meeting notes shall include a list of specific code or policy revisions discussed.

SCHEDULE FOR DELIVERABLES

The contractor shall provide the following specific deliverables to the EPA TO COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 1	Discussion between Contractor and TO COR	One to two (1-2) phone calls	As needed
Task 1A	List of potential examples of code and policy revisions that address climate change impacts in communities around the country and potential format(s) for the case studies.	One (1) electronic Word document	2 weeks after contract is awarded
Task 1B	Draft of first case study	One (1) electronic Word document	2 weeks after the TO COR approves the list of examples
Task 1C	Draft of at least 11 additional case studies	One (1) electronic Word document	3 weeks after the TO COR approves the first case study
Task 1D	Final version of at least 11 additional case studies	One (1) electronic Word document	2 weeks after receiving revisions or requests for revisions from TO COR
Task 2	Discussion between Contractor and TO COR	One to three (1-3) phone calls	As needed
Task 2A	List of potential expert discussion attendees and potential dates and locations for the discussion	Two (2) electronic Word documents (one draft, one final)	Draft list due 2 weeks after Task 1C deliverable. Final list due 1 week after TO COR's approval of draft.
Task 2B	Invite attendees and reserve the meeting location. Report that this task has been completed.	Emails to TO COR as needed, including one (1) email confirming that the task has been completed	2 weeks after Task 2A is completed
Task 2C	Agenda and discussion	Two to four (2-4) electronic	Draft due 3 weeks

	materials	Word documents (agenda and discussion materials may be in same document or separate documents; each will have one draft and one final)	before the expert discussion date. Final due 1 week before expert discussion.
Task 2D	Meeting logistics. Confirmation to TO COR that task is completed.	Name badges, name tents, copies of the case studies written in Task 1D, agenda, discussion materials. Number will depend on number of attendees. One (1) email to TO COR to confirm that materials are ready.	Confirmation to TO COR 24 hours before meeting begins. Meeting materials to be available when meeting begins.
Task 3	Expert discussion	One (1) workshop	Date to be determined
Task 3A	Meeting notes and list of policies/code revisions	One (1) electronic Word document	1 week after expert discussion

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OA-12-00305		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CH2M HILL INC. Attn: NA 9191 S JAMAICA STREET Englewood CO 80112				(x)			9A. AMENDMENT OF SOLICITATION NO.
							9B. DATED (SEE ITEM 11)
				x			10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-011 0025
							10B. DATED (SEE ITEM 13) 10/23/2012
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Date extension under the authority of contract clause FAR 52.243-2 Changes; Cost-Reimbursement.

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
TO 0025: Smart Growth Code Fixes for Climate Adaptation
TOPO: Megan Susman Max Expire Date: 01/26/2013
The purpose of this modification is to extend the Task Order period of performance from January 26, 2013 to June 14, 2013 at no additional cost to the government (as requested in the contractors email dated 1/28/2013).

LIST OF CHANGES:

Reason for Modification : Other Administrative Action
Period Of Performance End Date changed from 26-JAN-13 to 14-JUN-13

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathryn Barton	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0025/001

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NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 26-JAN-13 to 14-JUN-13 Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA FOB: Destination Period of Performance: 10/23/2012 to 06/14/2013				